Course information from ZandaX

Microsoft Project 2013 Introduction

A premier Microsoft Project training course from ZandaX

Course duration: 1 hour 35 minutes of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

✓ Introduction to Microsoft Project
  ★ Start Project and create a file. Recognise its Ribbon tabs and options
✓ Creating a Project Plan
  ★ Learn how to add project tasks, set task dependencies and constraints
✓ Adding and Assigning Resources
  ★ Add and Manage a Resource Pool and distribute resources to tasks
✓ Formatting and Printing the Plan
  ★ Understand and use settings different formatting and printing options
✓ Tracking Progress
  ★ Understand and use the tools for tracking project tasks
✓ Appendix & Notes

What does our Project 2013 Introduction course cover?

Give Your Projects a Solid Foundation

This super course is for new users of Microsoft Project who want to become productive and learn best practice in a structured way.

It's also recommended for people who have used Project but are having problems because they haven't learned how to use the application properly.

You don't need prior experience with Project, or even project management concepts and terminology, but you should be able to use a PC with the Microsoft Windows operating system.

This Microsoft Project skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft project skills?

Course requirements

No previous experience of either project management or the software is required, but due to the interactive nature of the course delegates should have a high level of competency in using Microsoft Windows.
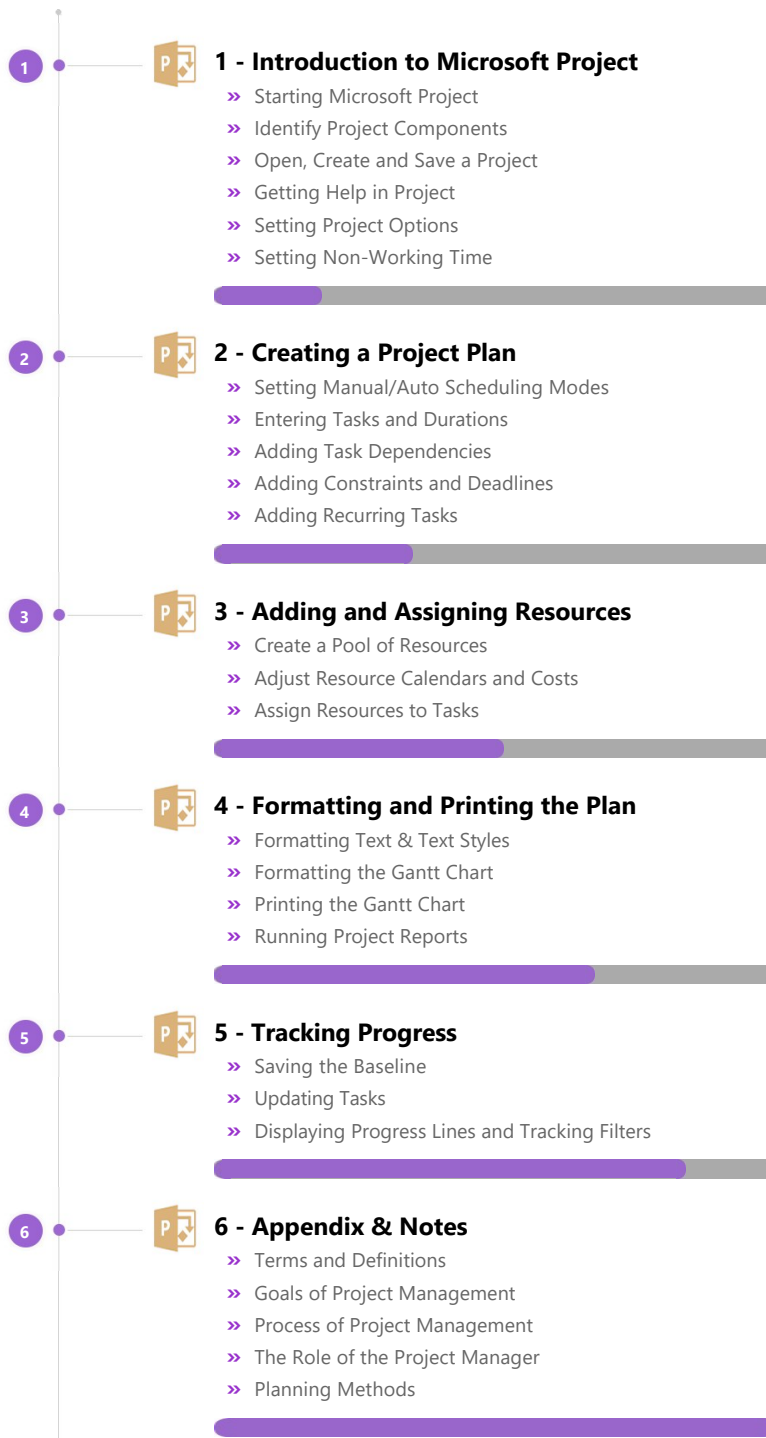
Who's this course for?

The course is aimed at new and existing users of Microsoft Project who want to familiarise themselves with the basic concepts of the software in order to build project plans using best practice.

CPD accredited course

This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Project 2013 Introduction

1 - Introduction to Microsoft Project
- » Starting Microsoft Project
- » Identify Project Components
- » Open, Create and Save a Project
- » Getting Help in Project
- » Setting Project Options
- » Setting Non-Working Time

2 - Creating a Project Plan
- » Setting Manual/Auto Scheduling Modes
- » Entering Tasks and Durations
- » Adding Task Dependencies
- » Adding Constraints and Deadlines
- » Adding Recurring Tasks

3 - Adding and Assigning Resources
- » Create a Pool of Resources
- » Adjust Resource Calendars and Costs
- » Assign Resources to Tasks

4 - Formatting and Printing the Plan
- » Formatting Text & Text Styles
- » Formatting the Gantt Chart
- » Printing the Gantt Chart
- » Running Project Reports

5 - Tracking Progress
- » Saving the Baseline
- » Updating Tasks
- » Displaying Progress Lines and Tracking Filters

6 - Appendix & Notes
- » Terms and Definitions
- » Goals of Project Management
- » Process of Project Management
- » The Role of the Project Manager
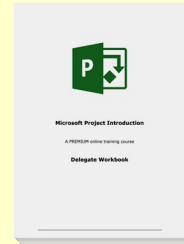- » Planning Methods

And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are.**

How about realizing your **full potential?**

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on

More about the ZandaX Microsoft Project 2013 Introduction course

Create a Great Project Plan

Learn the basics of this easy-to-use project management software

Microsoft Project is a powerful application which needs to be set up and run properly. So learning from "ground up" in a structured way is essential.

You start by learning how to use the Project interface and create a simple project plan with tasks, dependencies, constraints and deadlines.

You then move on to adding resources, calendars and costs, and assigning them to tasks. You then learn to format the plan, use a Gantt Chart, and print out the plan to professional standards.

You will now have a solid foundation for understanding Project and using the software to create solid and resilient project plans.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.
The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/project-introduction to view the latest details, including related courses, prices and quantity discounts.